

# Recruitment – Preparing for Hire

## Prepare Applicant for Hire (Offer has been accepted)

- All applicants who newly register with Careers will have an Applicant Type of 'External Applicant'.
- As applicants are hired and then reapply for jobs using their same Careers account they will begin to show up with their **Applicant Type** as 'Employee'.
- Applicants who are current or former employees must have their Applicant Type changed to 'Employee' and their Employee ID entered so the Transfer or Rehire options are shown in **Prepare for Hire** or Manage Hires.
- Before you start the hire process ensure you have the person's SSN so you can verify if they are a current or former employee.
- The Agency HR Administration role is required in order to use Manage Hires. The Workforce & Compensation training materials contain the steps to complete the hire in Personal and Job Data.

Step 1: Look up the applicant's Employee ID with Statewide User ID using their SSN.

**Navigation:** Workforce Administration homepage>Maintain Employee Record tile>Search by National ID.

**Maintain Employee Record**

**Search by National ID**

→

National ID

↓



\*Search in

Employees / Contingents / POI

⌵

➤

**Lookup by National ID**

1-1 of 1


National ID	Empl ID	Name	Country	National ID Type

Step 2: Check the County is completed. Change an Applicant's Type from 'External Applicant' to 'Employee' and enter the Employee ID if found.

**Navigation:** Recruiting homepage>Recruiting Activities tile>Manage Job Opening

1. Search for your job opening.
2. On the Applicants tab, click the name of the Applicant you are going to hire. You will be taken to the Applicant>Applicant Activity tab.
3. Click the Applicant Data tab.
4. Scroll down to the Address section and ensure there is a County filled in. This is frequently missed and will cause an error when you Prepare to Hire.

## Address

Country	<input type="text" value="United States"/>
Address 1	<input type="text" value="123 DB drive"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
City	<input type="text" value="Topeka"/>
State	<input type="text" value="Kansas"/>
Postal	<input type="text" value="66614"/>
County	<input type="text" value=""/> 

5. In the \*Applicant Type drop-down, select Employee.
6. The Employee ID field appears. Search or Enter the Employee ID.
7. Click Save.

## Manage Applicant

[Save](#) | 
 [Return](#) | 
 [Recruiting Home](#) | 
 [Search Applicants](#) | 
 [Previous](#) | 
 [Create Applicant](#) | 
 [Add Note](#) | 
 [List](#)

**Name** Efren Gideon MeadGolden  
**Applicant ID** 23000344106  
**Applicant Type** Employee  
**Status** 010 Active

P

[Applicant Activity](#) | 
 [Notes](#) | 
 **[Applicant Data](#)** | 
 [Interested Parties](#)

[Personal Information](#) | 
 [References](#) | 
 [Eligibility & Identity](#)

### Applicant

\*Applicant Type  
 Employee ID  

Preferred Contact  

### Applicant Status

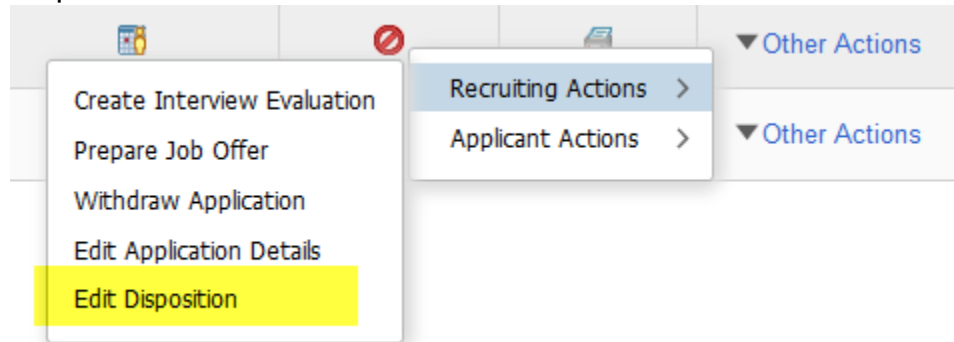
\*Status Co

Status Di

- Click Applicant>Applicant Activity tab and click the Job Opening to return to the Job Opening>Applicants tab

### Step 3: Change the Applicant's Disposition to 'Offer Accepted'

9. Click the Action's drop-down menu and choose Recruiting Actions>Edit Disposition



10. Choose '071 Offer Accepted'

Edit Disposition
x

[Help](#)

Current Disposition

010 Applied

→

\*New Disposition

071 Offer Accepted

\*Status Reason

Date

05/02/2019

Save

Cancel

11. Click the Ok button on the warning message.

Warning -- New status entered is not a successor of the previous status. (1116,13008)

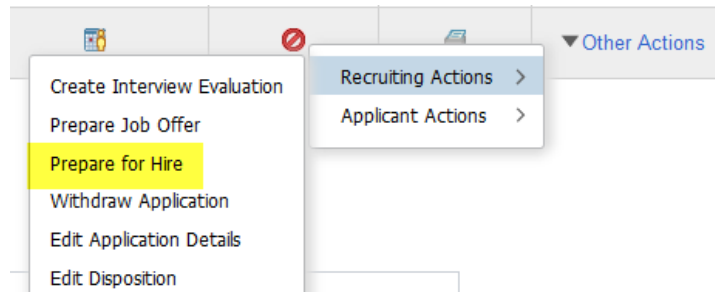
The new status entered is not considered to be a successor of the previous status. This can result in out-of-sync statuses across the recruitment areas.

OK

12. Click the Save button.

Step 4: Complete the Prepare for Hire process.

13. Return to Other Actions>Recruiting Actions and this time choose Prepare for Hire



14. Review & Enter data
  - a. Applicant Type
  - b. Choose the Position Number if there are multiple positions on the job opening.
  - c. Select the Type of Hire
  - d. Enter the Start Date

## 15. Example of an External Applicant – Prepare for Hire page.

Prepare for Hire
×

[Help](#)

a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR.

Applicant ID 23000344568

Applicant Name Dave Bry

Current Disposition 071 Offer Accepted

Disposition Date 05/02/2019

Applicant Type External - New

Application Date 04/16/2019

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Job Opening ID  IT Security Analyst II

Job Opening Type Standard Requisition

Business Unit State of Kansas BU

Department Computer Services

Position Number  IT Security Analyst II

Job Code 0C3902 Info Tech Security Analyst

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\*Type of Hire ▼

\*Start Date Add Contingent Worker

Contract Number Hire

Employee ID

Employee ID Verified No Verify Employee ID

Send Offer Letter to HR ☐

Hire Comments

Submit Request To HR
Cancel

Look Up Position Number

Job Opening ID

Position Number begins with ▼

Description begins with ▼

Search
Clear
Cancel
Basic Lookup

Search Results

View 100 1-2 of 2

Position Number	Description	Job Code
K0224720	IT Security Analyst II	0C3902
K0225168	IT Security Analyst II	0C3902

## 16. Example of an Employee or Former Employee – Prepare for Hire page.

### Prepare for Hire

hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR.

Applicant ID 23000344106

Applicant Name Efren Gideon MeadGolden

Current Disposition 071 Offer Accepted

Disposition Date 05/02/2019

Applicant Type Internal - Employee

Application Date 04/23/2019

Job Opening ID 189430 IT Security Analyst II

Job Opening Type Standard Requisition

Business Unit State of Kansas BU

Department Computer Services

**Position Number** K0224720 IT Security Analyst II

Job Code 0C3902 Info Tech Security Analyst

#### Look Up Position Number

Job Opening ID 189430

Position Number  begins with

Description  begins with

[Basic Lookup](#)

Search Results

View 100

Position Number	Description	Job Code
K0224720	IT Security Analyst II	0C3902
K0225168	IT Security Analyst II	0C3902

**\*Type of Hire** Transfer

**\*Start Date**

Contract Number

Employee ID K0000235299

**Employee ID Verified** No [Verify Employee ID](#)

Hire Comments

Add Concurrent Job

Add Contingent Worker

Hire

Rehire

**Transfer**

## 17. When you click Verify Employee Id, if a possible match is found, the Search/Match Results page opens.

## Search/Match Results

[×](#)
[Help](#)

### Search Results

**WARNING:** Potential duplicates were found - this person may already exist in the database.  
Refer to the given list for possible matches to the person you are adding.  
After you select the return button on the page, you'll be asked whether you want to continue adding this new person, or cancel this operation.

[Match Criteria](#)

[Search Results Summary](#)

### Search Results

1-1 of 1

[View All](#)

[Results](#)
[Additional Information](#)

	Empl ID	Last Name	First Name	Middle Name
1	K0000235299	MeadGolden	Efren	Giddeon

[Carry ID](#)

[Return](#)

18. Click the Carry ID button or click Return to not carry the ID.

19. Check off 'Send Offer Letter to HR' to avoid the warning message that will pop up if it is checked on. Click OK if the warning message pops up.

20. Click the 'Submit Request to HR' button.

You have successfully submitted this request. (18175,1019)

[OK](#)

21. Click Ok.



## Step 5: Workforce Administration - Manage Hires

- Users with the Agency HR Administration role have access to Manage Hires and can complete the Hire process.
- Go to Workforce Administration homepage>Hire Employee tile>Manage Hires
- For the instructions on how to complete the hire process through Manage Hires, go to our Job Aid – Manage Hires

### Manage Hires

The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

#### Manage Hires

\*Select Transactions Where

Start Date

From 04/22/2019 To 05/12/2019

Refresh

Hire Transactions

Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
<input type="checkbox"/>	05/06/2019	Requested	<a href="#">Dave Bry</a>		Hire	Recruiting Solutions	
<input type="checkbox"/>	05/06/2019	Requested	<a href="#">Efren Gideon MeadGolden</a>	K0000235299	Transfer	Recruiting Solutions	
<input type="checkbox"/>	05/06/2019	Requested	<a href="#">Dave Bry</a>		Hire	Recruiting Solutions	

Select All Deselect All

Cancel Selected Transactions